

I. BACKGROUND

1. Because Union Center Plaza Building 3 NE is a fire-resistive high-rise building, immediate evacuation of the entire facility is neither necessary nor safe in the event of a fire emergency. In the design of this building, provisions have been made to protect the occupants and limit fire spread. Traditionally, in small, low-rise buildings management is prepared to evacuate all floors simultaneously. With a high-rise building, this is not possible because only a certain number of people can pass down a flight of stairs and through an exit door in a given amount of time. It is more desirable and possible to evacuate persons from floors affected by the fire either to a safer floor in the building or to the outside. With the combination of the building construction, communications system, and trained tenants, the floors and building can be evacuated in a systematic and orderly fashion providing a higher degree of safety to all personnel, including employees, contractors visitors, and firemen.
2. The Emergency Evacuation Plan for Union Center Plaza Building 3 is outlined in the pages to follow. This plan includes instructions for fire emergency information transmission and evacuation, bomb threat procedures and evacuation plan, a list of the members of the building evacuation team including floor captains, searchers, and door monitors representing each floor, standard floor diagrams for the second through eleventh floors, showing the various means of egress from the floors. The first floor drawing will be added later.
3. It is important that each occupant familiarize them self with this plan. Each occupant must know the procedures they need to follow in an emergency evacuation the sounds and flashing lights of the alarms, how the alarms are sounded i.e., on the floor of alarm; the floor above and below the alarm; and within the stairwells location of all stairwell exits and the fire fighting equipment, and know where to go and what to do during an emergency (actual and drills) once they have vacated the building.
4. Occupant and evacuation team knowledge of the procedures and the cooperation of all in an emergency will assist us to eliminate or minimize confusion during a true emergency.

II. PURPOSE

1. The purpose of this plan is to save lives.
2. The process is to establish the method and the practice to be followed in the event an emergency.
3. To assure the systematic and orderly evacuation from each floor and by the nearest building exit.
4. To delegate authority, and to assign emergency and evacuation responsibilities and duties.

III. PROGRAM

1. The sole purpose of the Emergency Evacuation Plan is the protection of life.

- a. The evacuation of any floor that becomes involved in an emergency must begin immediately when a warning device has been activated.
- b. The method of evacuation will be by the two fire stairwells, and the direction of evacuation will be governed by the location of the stairwells to the location and nature of the emergency.
- c. The evacuation will be by the nearest available exit, either down or up the stairwells to the street level then out via the main lobby at the front entrance or the rear exit door next to the shipping dock.
- d. Once at street level, those exiting via the lobby are to proceed out of the lobby to the main entrance toward Union Station. If exiting at the north exit next to the receiving dock and parking ramp, turn east via the delivery driveway toward Union Station and once at the street proceed, when safe to do so, across First Street and to the left away from the front of the building to an area near the parking lot.
- e. If you are in the parking garage at the time of alarm. Leave your vehicle in its parking space and walk up the ramp to the exit door next to the overhead door and continue up the ramp towards the street. Go to your pre assigned meeting place. If cars are used to depart during the evacuation, they may block the way out and block fire apparatus from responding.
- f. No one will be allowed to return to the building or evacuated floors until a representative of the Fire Department has declared the building safe, and a member of the organization listed below provides direction.

IV. ORGANIZATION

1. The organizations on each floor of the building and those who will have the authority and responsibility to carry out the prescribed instructions and procedures in the Emergency Evacuation Plan are designated as follows:
 - a. Fire Chief or responding commander from the Washington D.C. Fire Department.
 - b. Building Management.
 - c. Building Engineer or designated Assistant Building Engineer.
 - d. Student Financial Assistance Security/Facilities Management / Security Supervision - Personnel located in UCP3.
 - e. Individual Floor Captains or a member of the floor evacuation team.
 - f. SFA Senior Management - Department of Education QWG Management.

V. RESPONSIBILITIES AND DUTIES

1. **Fire Department Commander or Chief from Fire Department**
 - a. Upon arrival, the Fire Department Commander or Chief is the overall commander in charge of managing and directing all related activities during an emergency.

- b. Typically, the Fire Department will make contact with the Building Engineer to determine the location of the emergency and evaluate the situation.
- c. The Fire Department Commander may give specific instructions for additional evacuation or not, and for any other instructions as necessary.
- d. The command center may be at the main lobby desk or outside the lobby door at the fire systems control room.

2. Building Management (Owners Representatives)

- a. Management shall establish and maintain an emergency evacuation plan for the safety of the employees in the building.
- b. The Building Engineer and Property – Management until the arrival of the District Fire Department, will direct the emergency evacuation plan.
- c. Building Management including the General Services Administration building manager have the responsibility to ensure that all occupants are aware of the emergency evacuation plan.
- d. Building Management shall provide diagrams for evacuation procedures consisting of typical door plans and a first floor plan showing stairwells and exit locations. (One typical floor is included in this plan. All the remaining floor plans are attached as a Zip file to the “E” version of this plan.
- e. At the completion of an evacuation process, the assigned floor captain from each floor shall report to the 820-830-lobby desk or command center located outside and to the left of the main lobby doors, to advise that their floor is clear or how many employees are absent. When this task has been completed, they will stand by in a safe location until instructions have been given by the fire department to return to the building or depart the area.

3. Building Engineer

- a. Shall help establish and maintain the Emergency Evacuation Plan.
- b. Coordinate and conduct fire and evacuation drills annually.
- c. Organize liaison with the Fire Department at least once annually to permit the Fire Department personnel to familiarize themselves with the building and any changes that may affect their response and the Occupant Emergency Plan (OEP).
- d. Make regular inspections of the building including but not limited to closets storage areas, pump rooms, and emergency equipment rooms, parking areas, trash and recycling storage rooms and areas, etc.
- e. Ensure that the following items are maintained properly all times:
 - 1). Remove trash to help keep all areas clean and reduce this fire and evacuation hazard.

- 2). Keep all areas clean. Allow no accumulation of trash in the hallways and stairwells.
 - 3). Keep all doors operating freely to open and close properly, especially those entering each fire escape stairwell and exit. Assure they are not locked so to impeded exit and that they are not obstructed in my way,
 - 4). Allow no storage in any hallway or within or blocking stairwells.
- e. The engineer is the person responsible for the accountability, maintenance and repair of all building safety equipment. This includes, among many other items, the fire extinguishers and apparatus for assisting handicapped persons down the stairs.
- f. Verify that standpipe risers function properly and that the sprinkler system is in service and functioning properly at all times.
- 1). Inspect each system no less than once each week.
 - 2). Test each system no less than once each month.
 - 3). Document all test and the results.
 - 4). Establish procedures to check sprinkler system nozzles after maintenance or painting in the area.
 - 5). Assure timely repairs are made of any malfunctions discovered.
- e. Establish and maintain the Emergency Command Center, which will be located in the Fire Alarm Control Panel Room on the first floor. Access is from outside and to the left of the main lobby doors.
- 1). Information needed in the Emergency Command Center will typically include but not be limited to drawings of the building showing:
 - a). Hallways and exits.
 - b). Operation of heating, ventilation and air conditioning systems.
 - c). Utilities. Pipe and cable routing, control switches, valve normal and emergency shut off locations. (Keep a set of any special wrenches and or control devises in a clearly marked sealed container with a set of appropriate drawings or instructions)
 - d). Location of all emergency service equipment.
 - e). Instructions on how to isolate a specific area in the building, if necessary.
 - f). Elevator plans and elevator control and operating procedures. (Keep a set of spare keys in sealed envelop)
- f. Collect and maintain from each Floor Captain, a list of handicapped individuals and their location in the building.

- g. Assure that any keys or special tools necessary for use during an emergency are available. Some of these include but are not limited to:
 - 1). Elevator keys, including hoist-way door keys, and fireman's elevator control keys.
 - 2). Keys to all service areas.
 - 3). Keys to penthouse and elevator tower room.
 - 4). Keys to each individual occupancy that may be of importance.
- h. During an emergency event, assist the Fire Department, Police or other local authorities until the emergency has passed.
- i. Emergency Instructions for Building Engineer
 - 1). If alarm bells do not activate as required, make sure security has called 911 for response or direct that they do so.
- l. During an emergency, report directly in the Emergency Command Center and establish communications with the Fire Department Commander.
 - 1). Upon their arrival, meet the Fire Department Commander.
 - 2). The Fire Department will assume command of the incident.
 - 3). All activities will thereafter be coordinated through the Fire Department Commander.
 - 4). Assist as directed by the Fire Department Commander.
- m. Elevators. Under the direction of the Fire Department assure that:
 - 1). All main building elevators are brought in the lobby level and lock them in the off position.
 - 2). Bring all shuttle elevators up to the lobby level and lock them in the off position.
 - 3). Under no circumstances will the elevators be used unless the Fire Department deems it necessary.
- n. Assure that all persons evacuating the building exit East towards First Street and do not block access of the Fire Department.
- o. When the emergency has passed, coordinate with the Fire Department Commander to give information to the Floor Captains for the orderly return to the building or dispersal from the area.

4. Senior Managers

- a. The Senior Manager on each Floor shall appoint a floor emergency evacuation team Floor Captain to be responsible for the safe evacuation of all employees and guests.

The various team positions needed include:

- 1.) Floor Captain.
 - 2.) Searcher.
 - 3.) Door Monitor.
 - 4.) Handicap persons support team members.
- b. Assure procedures are in place to inform all employees of the OEP and periodically test the employees as to their knowledge of the location of fire extinguishers, alarm pull stations, emergency telephone numbers, equipment and procedures to assist a handicapped person, and how to conduct themselves during an emergency.
- c. Participate in all training meetings in support of the OEP and the Emergency Evacuation Team.

2. Floor Captains

- 1). Shall establish, manage and train the members of their floor evacuation team.
- 2). Identify and publish the location of the primary and alternate assembly areas outside the building. Keep in mind a suitable shelter during periods of inclement weather.
- 3). Issue evacuation team identification devices and tools provided by management. Periodically check the inventory of evacuation tools and batteries.
- d. During an evacuation, at your floor's assembly area, identify any missing floor occupants from the Door Monitors or Searcher and report any missing persons to the on scene fire Department Commander.
- e. The reporting location may vary depending on the type of emergency but will typically be found at one of the following locations:
 - 1). Outside and to the left of the main lobby. (Location when exiting the lobby).
 - 2). At the Main Lobby Desk.
 - 3). At the Fire Captains Vehicle.
- f. After an evacuation is complete, conduct a local team critique of the event. Report your teams findings and recommendations to the manager responsible for the OEP. It is not uncommon for a team captain critique meeting to be called by the OEP manager to seek ways to improve employee and visitor safety.
- g. Handicapped Persons.
 - 1). Identify all persons on the floor (employees and visitors) who have or may have a handicap that will require assistance during an emergency evacuation.
 - 2). Assign a primary and a backup person who will assist each handicapped person with a safe evacuation.
 - 3). When possible assign someone to wait with each handicapped person or the group of handicapped persons until the Fire Department arrives and assists with

their evacuation. If this is not possible, it may be necessary to have the handicapped remain unescorted until you summon help.

3. Searchers

- a. At the sound of an alarm, the designated Searchers will check all rooms in their area of responsibility to verify that people are aware of the alarm and are departing, or direct that they do evacuate the area.
- b. The searchers are required to:
 - a. Open doors and call out for persons to evacuate. If a door is locked, knock on the door and call out for attention.
 - b. Identify those unwilling to evacuate or who are delaying their evacuation to verify that they have safely arrived at the assembly area.
 - c. Shall check all restrooms to ensure that all staff personnel have evacuated.
 - d. Assist the handicapped to the elevator lobby to await the arrival of the Fire Department.
 - e. As soon as possible advise the Floor Captain or Fire Department of the floor number where a handicapped person may be waiting, and when at the assembly area report the same and all those whom you believe to be missing and any locked doors to the Floor Captain to relay the information to the fire department.

4. Door Monitors.

- a. In the event of an alarm, those selected as door monitors shall immediately proceed to their assigned fire escape tower door, safely open the door and keep it open to assist all evacuees to safely enter into the flow of traffic. As the door opens outward toward the stairwell, the Door Monitor may find it more practical to stand inside holding the door without blocking the traffic flow.
- b. In your area on a daily basis check to see that all doors to stairwells are closed but **NOT LOCKED OR BLOCKED**, and operate freely.

5. Emergency Instructions for the Individual.

- a. If alarm is sounding in your area, you should begin your evacuation immediately. You should take personal property of at least your coat and your purse if you carry one.
- b. If you discover a fire, no matter how small it appears, proceed to the nearest fire alarm pull station and activate the alarm.
- c. As you depart, close all doors behind you. **DO NOT LOCK ANY DOORS**, especially the door to a room with a fire in progress.
- d. Proceed directly to the emergency fire stairway, advising others along the way to also leave immediately as well, and out of the building to your floors pre identified assembly area.

- e. If the emergency condition blocks your way to your primary assembly area proceed immediately to your alternate assembly area. You may not receive instructions but do so anyway. If both directions are blocked move to a safe location at least 300 feet from the building, about the length of a football field, remaining there until the all clear is sounded.
- f. **DO NOT USE THE ELEVATORS.**
- g. When evacuating from the building, proceed east on the sidewalk away from the front of the building, the driveway near the shipping dock the sidewalk nearest the FERC building, or around the wall and exit west along the FERC sidewalk towards the open plaza and to the street. Keep the driveways clear from responding Fire Department Trucks and Equipment.
- h. Do not return to the building, your cubical or office until advised it is safe to do so by the Fire Department Commander, Building Engineer, Property Manager or security team member.
- i. **What to do if your exit route is blocked by smoke:**
 - 1.) Stay calm; there are no flammable materials in the stairwells. If the smoke buildup is heavy stay low or crawl to the first floor and exit. Smoke may be in the stairwells because it is coming through an open door used for the evacuees. If you stay low, you will find less smoke and that the air is easier to breathe near the floor. You may cover your mouth and nose with dry or damp cloth, as you keep moving out of the building.
 - 2.) If trapped in a room, try to stay calm and think of the ways to protect your self.
 - a). For example, close all the doors between you and the source of the fire and smoke.
 - b). Seal any cracks around the doors and vents.
 - c). Stay low if smoke enters the room.
 - d). Signal at the window for rescuers.
 - e). If there is a phone in the room, call 911 and give the fire department your floor number, office or cubical number, other location, even if the fire department is already on the scene.
- h. **Handicapped or challenged persons.** At the earliest opportunity, individuals with a physical challenge should identify themselves and special needs to their Floor Captain.
 - 1). If self ambulatory during an emergency evacuation situation or drill proceed to the nearest elevator lobby and wait for the Fire Department to arrive on the elevator to evacuate you and other persons who are challenged and may be waiting.
 - 2). If assistance is required wait at your workstation for help to arrive. If you have not previously made arrangements with your Floor Captain for assistance inform the searcher that you need help.

- 3). If the area appears to have already evacuated stay calm and **call out for help**, or use your telephone to dial security at extension **3333**, 3334, 3335 or even **911** on your telephone.

FIRE ALARM SYSTEM

1. Localized Alarm

- a. Union Center Plaza Three uses a "localized" alarm system. This means that an alarm will sound on the primary floor where there is an indication of a fire, or the pull station alarm was used, and the floors above and below that floor. This system is used in buildings that are built to a strict Fire Code. Union Center Plaza Three is built and certified to this level of strict fire code.
- b. A "localized" alarm will sound in specific areas of the building in the event that indication of a fire is detected by:
 - 1). Building heat version.
 - 2). Building smoke sensors
 - 3). Building sprinkler water flow
 - 4). Pull Station.
- c. The sound in this building will be a "whoop" or "whooping" noise accompanied by a continuing visual strobe light display followed by recorded voice instructions. In addition to a recorded voice, a live message may be provided to assist all in the evacuation.
- d. In the event that any of house sensors detect smoke or the on a given floor, or if a pull station is physically activated, the same alarm signals will sound in the following local areas only:
 - 1). The floor where fire has been "detected" by sensor, or indicated by pull station activation and:
 - One floor below
 - One floor above
 - 2). The alarm will not sound on any other floors unless one or more of the above noted sensors detect evidence of fire spreading. In this event, a general alarm for all floors to evacuate will be sounded.
 - 3). The alarm will also sound in the two fire stairwells and on the elevators. If you only hear an alarm signal from the stairwell, you may decide to evacuate anyway. This is optional and it is your decision to do so. However, realize that the rest of the floor may not decide the same way. In his event, proceed to your pre assigned assembly area until the all clear is given. As you may be alone and without information and support, please be alert to what may be happening in the area around you and respond accordingly.

2. Elevator Operation

- a. In the event of an alarm, elevators will not immediately "home" to a designated location or become unavailable for passenger use. However, even in this event it is strongly recommended that all **evacuation should be via exit stairwells.**
- b. Building stairwells are constructed solely of fire resistant materials, and are pressurized to minimize smoke. Even with this construction method, smoke will migrate into the stairwells as doors are opened on floors where a fire is present. In this event, remain calm and continue to evacuate towards the first floor exit keep as low as possible without losing your balance.

3. Fire Department

- a. The building fire alarm system is tied into an outside analog telephone communications systems. This is not part of the building computer supported telephones but rather on an outside circuit with power supplied by the telephone company.
- b. If for some reason there is a power failure associated with the fire event the alarm signal should not be affected on this communications system and upon alarm, the Fire Department will be alerted.

4. Testing

- a. The building fire alarm system is tested periodically throughout each year. Tests will generally be made with advanced notice to occupants. Advance notice may be given in as little time as an announcement over the emergency alarm system just before the test.
- b. Employees should take all alarms seriously and for the safety of all, follow emergency evacuation procedures.

THE EXTENDED OCCUPANT EMERGENCY ORGANIZATION

1. **Emergency Coordinator**

- a. The Emergency Coordinator is responsible for coordination of emergency plans within the various departments of the SFA office. The coordinator follows-up to determine the state of readiness of the various floors.
- b. Assists in the coordination of the OEP.

2. **Physical Security Specialist**

- a. Works with the Occupant Emergency Coordinator.

- b. Provides advice on Security and law enforcement matters.
- c. Serves as liaison with other Federal and local law enforcement agencies

3. Medical Coordinator (Occupational Health Nurse)

- a. Assists the Occupant Emergency Coordinator. - Identifies available medical emergency services.
- b. Maintains first aid equipment.
- c. Arranges CPR first aid, and other paramedical training.
- d. May assist as first response before arrival of District paramedical team.

4. Floor Evacuation Teams

- a. The OEP's are, for the most part, carried out by Floor Evacuation Teams One team is assigned to each floor of a facility and is led by a Floor Captain. .
- b. A Floor Team in the Union Center Plaza Three building includes a Floor Captain, two Door Monitors, two Searchers, and team members to support handicapped and/or challenged employees or visitors during evacuations.
- c. In addition, each position on the team should be supported by an alternate who would become active if an emergency occurred during the absence of the primary member of the team.

5. Floor Captain

- a. The Floor Captain is the leader of the evacuation team on the floor.
- b. Each Floor Captain is responsible for assembling and training the team and alternates.
- c. They are responsible for selecting primary and alternate assembly areas.
- d. After arriving at the assembly area they will receive information from their searchers relating to missing co-workers, and will pass this information to the fire department or management at the building command center.
- e. After this has been accomplished, they will stay in the proximity of the command center to wait information or instructions.
- f. When information is received, it will be taken back to the assembly area and given to the Door Monitor who will keep the members from the floor informed. Once information is provided the Floor Captain, he or she may return to the command center or lead the group back into the building after the all clear.

- g. Identify those people on the floor that are physically challenged and or require special assistance to evacuate safely. Assign a support person to assist these individuals.
- h. Upon departure from the building during an evacuation, advise the Command Center or the Fire Department of the name(s) and floor location of the challenged person and the assisting support person.
- i. Account for these people at the assembly area.
- j. Follow up as necessary so that these people are not forgotten during the confusion of an emergency.
- k. Daily, the floor Captain will identify each any new person with a disability housed on or visiting the floor to an individual who can assist in the safe evacuation of a challenged person. This person will be a Support Person.

6. Door Monitors

- a. Makes daily checks of the evacuation doors to assure they are not damaged and will work during an emergency and that the emergency stairwell landing, stairs, and adjacent areas are not cluttered or blocked.
- b. Assist in the evacuation of the floor by holding the door and calmly helping departing traffic merge into the stairwell stream. Keep everyone moving in an orderly manner.
- c. After the floor is clear, assists the Floor Captain to maintain communications with the Command Center during an emergency, provide progress reports on evacuations; notify Command Center when the floor is clear.
- d. Before departing, receives a report from the Searcher that the floor is clear. At that time, both the Door Monitor and the Searcher will depart the floor and proceed to the selected assembly area.
- e. The Door Monitor will pass information about missing group members to the Floor Captain, and will then join their group in the assembly area until the all clear is sounded or other instructions are received.

7. Searchers

- a. As the evacuation progresses the Searcher will check each cube, office, storeroom, lavatory and other areas for persons who may not have evacuated, and who may be injured or incapacitated.
- b. The searcher should leave a notice on each closed door to show that it has already been checked or that it may contain a victim or hazard. This may be a ribbon or other devise that can be recognized by others responding.

- c. When the floor has been cleared, the searcher will report this special information to the Door Monitor.
- d. At the assembly area, the Searcher and Door Monitor will take roll of the gathered members from their floor. They will report missing persons immediately to the Floor Captain.

8. Support Person

- a. In the event of an alarm and evacuation the support person will assist the challenged individual to the elevator lobby and wait with that person until the fire department arrives to assist in the evacuation process.
- b. After the fire department assist the challenged members of the staff and their support people to the lobby the support person shall continue to assist the challenged person to the primary assembly area. Report any change of location to the Searcher, Monitor or Floor Captain.

9. Building Manager (LESSOR)

- a. Works with the Occupant Emergency Coordinator.
- b. Provides information about the building and its operations.

10. Primary Building Engineer and Support Engineers.

- a. This position is an employee of the Lessor and during an alarm situation has responsibilities relating to the fire alarm system, location of the alarm, guiding the fire department response and more spelled out in other documents and plans maintained by the Lessor organization.

BOMB THREAT PROCEDURES

The following guidelines should be followed in the event an occupant in the building receives a bomb threat.

Bomb Threats Received by Employees or Contractors

1. Bomb threats are primarily received by telephone or in some circumstances arrived as a note on paper or as graffiti written on walls or mirrors. However received, the person receiving the message is the most important link in the information chain.
2. The recipient of a call should try to gain as much information as possible. The recipient should record the exact time of the call, and exact words of the message, with emphasis on the location of the device, the time it will detonate, and the reason the caller is doing this.
3. Try to keep the caller on the phone as long as possible. The longer the caller is kept talking the more information will be available for evaluation. While you are on the phone, try to get the attention of someone in the area to contact your supervisor.
4. When the call is completed, immediately notify your Supervisor or manager and call the UCP3 Security Office at 3333, 3334, or 3335.
5. The security control room will notify the Federal Police Service, D. C. Police and D.C. Bomb Unit at (202) 727-1010; and then call the Management Office at the number provided and listed in the Security Emergency Guideline Manual.
6. Although you as the person receiving the call will need to share the information relating to the call with security, we strongly request that you keep specific information relating to the threat call as confidential as possible.
7. As soon as you have some time after the initial information is shared with security, find a quiet place and make a written record of the events and the exact words of the conversation. Provide this record to security as soon as possible.

Threats Received by Mail, note or as graffiti.

1. If an employee or contractor receives a letter/note (or in some other way) that threatens or reports the place of a bomb in the building, the recipient should not handle the communication any more than necessary, as telltale fingerprints may be destroyed through handling.
2. Any suspicious package should not be opened but reported immediately to security.
3. Any threatening letter and/or suspicious package should be reported as listed above.

Bomb Threat and Evacuation

1. Upon notification of a bomb threat, Security or the Lessor will inform SFA and Building Management may initiate an immediate evacuation or as specified below will alert all employees and contractors via a telephone call or send messenger to each of the Floor

Captains that a threat has been received, and provide instructions regarding a directed or voluntary evacuation.

2. SFA and the Lessor will assist the D.C. Bomb Unit as requested.
3. If the D.C. Bomb Unit should order building evacuation or partial evacuation. Building management or Security will notify those affected at once. If an evacuation is ordered by the by the Fire Department or D.C. Bomb Unit, all employees and contractors should exit the building in the same manner used in a standard fire evacuation and repair to their pre assigned assembly area until the building is cleared for re-entry.
4. If an unusual or suspicious package is observed during any part of this period clear the area immediately and report the observation to security.

SUPPLEMENT 1

ACCENTURE

In light of recent events, the engagement has worked with SFA to develop emergency evacuation procedures. The following information provides basic evacuation guidelines to Accenture area occupants in the event of an emergency. Included in these instructions is a brief operational explanation of the fire alarm system. Please read these instructions carefully. Once the emergency evacuation plan is complete, it will be published and distributed to the engagement at large.

Emergency Instructions for the Individual

- a. If alarm has sounded in your area you should evacuate immediately.
- b. If you discover a fire, no matter how small it appears, proceed to the nearest fire alarm pull station and activate the alarm.
- c. As you depart, close all doors behind you. Do not lock any doors, especially the door to a room with a fire in progress.
- d. Proceed directly to the emergency fire stairway and to your assembly area.

DO NOT USE THE ELEVATORS.

- e. When evacuating from the building, proceed east on the sidewalk away from the front of the building.
- f. Do not return to your cubical or office until advised by the Fire Department Commander, Building Engineer, Property Manager or security that it is safe to do so.
- g. What to do if your exit route is blocked by smoke:
 - 1). Stay calm and crawl low in smoke. The air is easier to breathe near the floor.
 - 2.) If trapped in a room, close all the doors between you and the source of the smoke. Seal any cracks around the doors and vents.
 - 3.) Signal at the window for rescuers.
 - 4.) If there is a phone in the room, call 911 and give the fire department your office or cubical location, even if the fire department is already on the scene.
- h. Handicapped or challenged persons. At the earliest opportunity, individuals with a physical challenge should identify them self and any special requirements needed to their Floor Captain.
 - 1). If self ambulatory during an emergency evacuation situation or drill proceed to the nearest elevator lobby and wait for the Fire Department to arrive on the elevator to evacuate you and other persons who are challenged and may be waiting.

- 2). If assistance is required wait at your workstation for help to arrive. If you have not previously made arrangements with your Floor Captain for assistance inform the searcher that you need help.

FIRE ALARM SYSTEM

1. Localized Alarm

- a. Union Center Plaza Three uses a "localized" alarm system. This means that an alarm will sound on the primary floor where there is an indication of a fire, and the floors above and below that floor. This system is used in buildings that are built to a strict Fire Code. Union Center Plaza Three is built and certified to this level of standards.
- b. A "localized" alarm will sound in specific areas of the building in the event that indication of a fire is detected by:
 - 1) Location heat detector.
 - 2) Building smoke sensors
 - 3) Building sprinkler water flow
 - 4) Pull Station.
- c. The sound in this building will be a "whoop" accompanied by a continuing visual strobe light display followed by voice instructions. In addition, a recorded or live message will be provided.
- d. In the event that any of house sensors detect smoke on a given floor or if a pull station is physically activated, the same alarm signals will sound in the following local areas only:
 - 1) The floor where fire has been "detected" by sensor, or indicated by pull station activation and:
 - One floor below
 - One floor above
 - 2) The alarm will not sound on any other floor unless one or more of the above noted sensors detect evidence of fire spreading. In this event, a general alarm for all floors to evacuate will be sounded.
 - 3) The alarm will also sound in the two fire stairwells and on the elevators.

2. Elevator Operation

- a. In the event of an alarm, elevators will not immediately "home" to a designated location or become unavailable for passenger use. However, even in this event it is strongly recommended that all evacuation should be via exit stairwells.
- b. Building stairwells are constructed solely of fire resistant materials, and are pressurized to minimize smoke. Even with this construction method, smoke will migrate into the

stairwells as doors are opened on floors where a fire is present. In this event, remain calm and continue to evacuate towards the first floor exit keep as low as possible without losing your balance.

3. Fire Department

- a. The building fire alarm system is tied into an outside analog telephone communications systems. This is not part of the building computer supported telephones but rather on an outside circuit with power supplied by the telephone company.
- b. If for some reason there is a power failure associated with the fire event the alarm signal should not be affected on this communications system. Upon alarm, the Fire Department will be alerted.

4. Testing

- a. The building fire alarm system is tested periodically throughout each year. Tests will generally be made with advanced notice to bonding occupants but may periodically
- b. Employees should take the alarm seriously and, for the safety of all, follow emergency evacuation procedures.
- c. The alarm system described is typical of many high-rise commercial facilities that are constructed of fire resistant material. The building design inhibits the spread of fire. As a result, it is more desirable to stage a building evacuation "as needed" by sounding an alarm on affected floors, rather than sounding a general alarm and evacuating all building occupants at one time.

Mod Partner Floor Captains and Alternates:

Bldg 820

Floor Captain - Robert Morse

Alternate - Nancy Koglin

Bldg 830 Lobby Level (Executive Suite)

Floor Captain - Anthony Johnson

Alternate - Allison Sosnow

830 Lower Level

Floor Captain - Kelly Sweet

Alternate - Ryan Raffaelli

OCCUPANT EMERGENCY PLAN (Abbreviated)		DATE September 14, 2001
AGENCY: Department of Education Student Financial Assistance		ADDRESS 830 First Street, Washington, DC
DISTRICT FIRE EMERGENCY 911 Non Emergency 202-727-1010	DISTRICT POLICE EMERGENCY 911 Non Emergency 202-727-1010	DISTRICT MEDICAL ASSISTANCE EMERGENCY 911 Non Emergency 202-727-1010 UCP3 Health Unit 3666
FEDERAL PROTECTIVE SERVICE EMERGENCY AND NON EMERGENCY 202-708-1111		BUILDING UCP2/3- Lobby Desk 202-371-9808 BUILDING ENGINEER UCP3 Cell 202-437-5163
OFFICIAL IN CHARGE	DUTY PHONE	OTHER PHONE

**EMERGENCY ORGANIZATION INFORMATION FOR OCCUPANTS
CURRENT LIST ATTACHED**

EMERGENCY PLAN BRIEF GUIDANCE

FIRE OR SMOKE	BOMB THREAT
<ol style="list-style-type: none"> 1. Sound building alarm. 2. Call Fire Department 3. Call Building Security 4. Notify Official in Charge 5. Notify Buildings Manager 6. Notify Federal Protective Service 7. Assist Fire Department. 8. Close windows and doors (do not lock) 	<p>Record information received.</p> <ol style="list-style-type: none"> 1. Notify Security 2. Security will Notify Police 3. Security will Notify Federal Protective Service 4. Security will Notify Buildings Manager 5. Search your immediate area for anything out of place. 6. If suspicious package or bomb is found: <ol style="list-style-type: none"> a. DO NOT TOUCH b. Notify Security control room (3333) and Bomb Squad c. Evacuate area.
BUILDING EVACUATION	EARTHQUAKE
<ol style="list-style-type: none"> 1. Upon sound of alarm, activate evacuation team. 2. Occupants leave building using nearest stairwell, 3. Do not use elevators. 4. Assist disabled. 5. Meet at assembly area on First Street side of building. 6. Upon all clear, reenter workplace. 	<ol style="list-style-type: none"> 1. Take cover under table, desk, or in doorway. 2. Do not run outdoors.
SEVERE WEATHER	CIVIL DISTURBANCE
<ol style="list-style-type: none"> 1. Secure objects outside buildings. 2. Prepare to move to place of safety. 3. Stay away from large windows 4. Know location of all utility shutoff valves and switches. 5. Keep special tools in a marked location. 6. Stay tuned to worker reports. 7. Standby for further instructions. 	<ol style="list-style-type: none"> 1. Notify SFA UCP3 Security Control Ext. 3333 2. Notify official in charge. 3. Secure doors 4. Notify Federal Protective Service 5. Notify District Police 6. Notify Buildings Engineer to standby 7. Notify Building Manager – Cambridge 8. Notify GSA Building Manager

NOTE: In all emergencies, be prepared to assist the handicapped.

1. Assist handicapped persons to the elevator lobby on your floor.
2. Wait for Fire Department to bring elevator to the floor.
3. Assist the handicapped from the floor by emergency stairwell if unsafe to remain waiting for the elevator.

UNION CENTER PLAZA FLOOR PLANS